

Instructions

**PLEASE PRINT A COPY OF YOUR SUBMISSION
PRIOR TO SENDING IT ELECTRONICALLY.**

Retain the copy for your records; DO NOT email the form separately.

The staff of the Office of Senator Bill Nelson of Florida requests that you complete and submit this web-based form for your defense-related funding interests. This form is not required by either the Senate Armed Services Committee or the Defense Subcommittee of the Senate Appropriations Committee. Your request will receive consideration regardless of how or when submitted. The Defense Authorization and Appropriation Request Form helps the Senator's staff to accurately and efficiently compile budgetary, technical, descriptive, and justification information about defense-related requests for legislation, authorization, or funding. In the congressional defense authorization and appropriation process, the committees place a high premium on the technical accuracy of each request. This means that precise account information for the following: agency, account, title, line number, and program element number are important in ensuring that funding, if provided, goes into the correct account for the correct purpose. Accordingly, accurate and complete information will create a smooth path for obligation and expenditure. Funding provided, but in the wrong account or line, is very difficult -- sometimes impossible -- to correct once it's authorized or appropriated. Your willingness to provide clear, concise, and accurate information in this process is appreciated.

The Form:

Company/Organization Point of Contact Information: This is standard information regarding the constituent requesting the Senator's assistance and any representation that they may use. This contact information is necessary in case there are questions regarding any part of the request. **Due to ethics rules it is vital that you acknowledge retention of a lobbyist and provide their name and contact information in this section.**

Program Identification and Funding Information: This the most important part of the form. Accurate and complete budgetary technical information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purpose. The Service or Agency that would supervise the execution of the program for which you are requesting assistance is in the best position to help you work through this information.

"Project Title/Name" is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project.

"Proposed Funding Agency": Service (Army, Navy, Air Force or Marines) or DoD Agency that has budgetary execution responsibility for the account within which you are requesting assistance.

"Budget Account Title": Typically one of these four main accounts: Personnel, Operations & Maintenance (O&M), Procurement (i.e. Aircraft Procurement, Missile Procurement, Other Procurement, etc.), or Research, Development, Test and Evaluation (RDTE).

"Budget Line Number": The Congress authorizes and appropriates at what is known as the O-1 (O&M), P-1 (Procurement), or R-1 (RDTE) level. Each line of the budget typically has an identifying line number within each account. This information is available in the DoD budget request justification materials available online at <http://www.senate.gov/cgi-bin/exitmsg?url=http://www.dtic.mil/comptroller/>

"Line Title": The title of the line corresponding to the account line number.

"Program Element Number": RDTE programs have a seven-digit identification number. Use all seven digits (i.e. 0603444) and any other project alpha-numeric identification elements that will help specify your program or project.

"Is this Program/Project contained in the President's budget request?" Yes or No. If yes, then how much was requested? Make your entry in thousands. How much additional funding is requested?

"Is the project or Program a DoD or Service Requirement?" Yes or No. If yes, then please provide official documentation such as Operational Requirements Document (ORD), Urgent Needs Statement, etc.

"Is the project in an Unfunded Priority List or other official unmet needs document?" Yes or No. If yes, then please provide supporting information. Each year the Service Chiefs are asked by Congress to provide their priorities for programs or projects that were left unfunded in the President's Budget Request. The committees' use these lists to prioritize how additional funding, if available, will be used to meet military requirements. Committee leadership also uses these lists as a check on the rationale and relevance of member requests. Your programs' or projects' inclusion on a UPL increases the probability of success in gaining additional funding. Details about these lists are available from the Services.

"Project Funding History": Please provide funding history for fiscal year 2007-20010. Please enter the amounts in thousands.

"Has the project ever been funded through other federal funding?" Yes or No. If yes, then please provide supplemental information as specified.

"Information paper / supporting documentation submission": Yes or No. Please send your one- or two-page information papers to defense_request@billnelson.senate.gov

"Program Manager Information": Typically this would be the officer or DoD civilian responsible for planning and managing the release of funds and overseeing the execution of the program or project for which you are requesting assistance.

"Purpose and justification for additional funding": Note- You must limit yourself to 255 characters and spaces. This is where you articulate the justification for additional funding for the program or project. This could be as simple as "increasing the quantity" or "accelerating" the procurement of systems that are already requested in the current budget or a future procurement scheduled to start in future years. This could be as complex as making a case for funding a program or project for which there is nothing requested in the budget and for which there is not official military requirement documented.

We should not have to try to interpret your justification for the defense committees. Justification needs to be clear, direct, coherent, tied to a military requirement and less than 255 characters and spaces.

"Proposed Bill and/or Report Language requested": Requests are often accompanied by Report or Bill language that specifically lays out for DoD the purpose of additional funds in the authorization or appropriation. For example, "...an additional \$3,000,000 is provided only for the procurement of widgets for training..." This language may be necessary for clarification.

"Industrial, Academic or Government Partners": With whom are you working, or with whom is the project connected?

"Other Congressional Offices Approached or to be Approached": Please enter accurate point of contact and his or her information for any office (personal or committee) that you have contacted regarding your defense request.

GENERAL NOTES

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ADDITIONAL SUPPORTING DOCUMENTATION MAY BE EMAILED TO
defense_request@billnelson.senate.gov

ACCURACY IS VITAL